

MODEL LETTER FOR IMPOSITION OF SUSPENSION WITHOUT PAY DISCIPLINARY ACTION

(DATE)

Dear Mr. _____

SUBJECT: Notice of Disciplinary Action-Suspension Without Pay

It has come to my attention that you have engaged in activities for which there is just cause for the imposition of disciplinary action. Specifically, there is substantial proof of the following: (detail the conduct the employee has engaged in)

I view the foregoing actions as extremely serious. They include violation of (detail the conduct rules the employee has violated)

(optional statement- Each of these matters by itself is extremely serious and warrants discipline. In combination, the actions become more serious)

Therefore, you are informed that the disciplinary action to be imposed shall be _____ days suspension without pay. Your suspension will begin _____ and conclude _____.

In the future you must not engage in any of the activities enumerated above and you are notified that any further violations of standards, orders, policy, laws, work rules, or failure to perform your job in a satisfactory manner, or behavior which disrupts or interferes with County operations shall result in further disciplinary action which can include, suspension, demotion, or termination of employment.

_____ County strongly suggests that you give the foregoing warning very serious consideration throughout the remainder of your tenure with the County.

Department Head

I have had the opportunity to review, sign, and date this Notice of Disciplinary Action.

I understand the purpose of my signature on this document is to indicate I have received a copy of the document. My signature only acknowledges receipt of the Notice, not that I necessarily agree with the action taken.

Employee Signature

Date

MACo/JPIA

JACK HOLSTROM
Personnel Services Administrator

1-800-471-6304